

PRESENT

Members:

Councillor Adam Roberts (Chair)
Councillor Rob Turner
Adam Button
Moirra Magrath
Jennifer Hutchison
Rebecca Olsen (Director Corporate & Organisational Services)
Ashley Grummitt (Group Manager Commercial & Business Services)
Pam Milne (Glasshouse Venue Manager)

Other Attendees:

Liz Brennan (Marketing Co-Ordinator);
Bec Washington (Venue Sales and Marketing Co-Ordinator); and
Jane Ellis (Destination Management Co-Ordinator) (for part of the Meeting)

The meeting opened at 8.00am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Sharon Griffiths and William Grubb be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Glasshouse Sub-Committee Meeting held on 6 October 2015 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM 06 - 07.07.2015 - COUNCIL CO-ORDINATION OF HAY STREET FORECOURT AND GLASSHOUSE ACTIVITIES

1. Director, Corporate & Organisational Services is to refer to the Director, Community & Economic Growth for consideration on how best to manage a single point of contact for the management of Hay Street Forecourt from a community perspective.
2. Group Manager, Commercial & Business Services is to progress an investigation into the partial road closure of Hay Street Port Macquarie, that currently contains the Glasshouse podium and stairs.

Group Manager, Commercial & Business Services provided an update on the Internal Working Group meeting held on 29 October 2015.

Both matters are ongoing. To be tabled at a future meeting.

ITEM 07 - 01.09.2015 - UPDATE ON 2016 SEASON LAUNCH

That the Group Manager of Commercial & Business Services table the Membership Renewal Strategy at a future Glasshouse Sub-Committee Meeting.

Item tabled at Glasshouse Sub-Committee Meeting held on 03 November 2015.
Completed. Please remove.

ITEM 09 - 06.10.2015 - FOOD AND BEVERAGE OPTIONS AT THE GLASSHOUSE

That the Glasshouse Sub-Committee have an initial discussion regarding next steps in relation to Food and Beverage at the Glasshouse.

That further discussions take place at a future Glasshouse Sub-Committee Meeting.

Item tabled at Glasshouse Sub-Committee Meeting held on 03 November 2015.
Completed. Please remove.

06 UPDATE ON STRATEGIC PLAN RECOMMENDATIONS

CONSENSUS:

That the progress related to the Glasshouse Strategic Plan be noted.

07 UPDATE ON VISITOR INFORMATION SERVICES REVIEW

A site tour of the Visitor Information Services facility within the Glasshouse was provided.

CONSENSUS:

1. That an update on the Visitor Information Services Review be provided at the next Glasshouse Sub-Committee Meeting scheduled for 1 December 2015.
 2. That the Group Manager of Commercial & Business Services provide formal notification to the Visitor Information Services Review Stakeholder Group as to Council's resolution, as determined at the Ordinary Council Meeting held on 21 October 2015.
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08 UPDATE ON TICKETING SYSTEM AND WEBSITE REDEVELOPMENT

CONSENSUS:

That the update on the Ticketing System and Website Redevelopment projects be received and noted.

09 MEMBERSHIP RENEWAL STRATEGY

CONSENSUS:

That the update on the Membership Renewal Strategy be received and noted.

10 FOOD AND BEVERAGE OPTIONS AT THE GLASSHOUSE

A site tour of food and beverage options at the Glasshouse was provided for the information of the Glasshouse Sub-Committee Members.

CONSENSUS:

That the Glasshouse Sub-Committee Members consider food and beverage options for the next Glasshouse Sub-Committee Meeting scheduled for 1 December 2015.

11 GENERAL BUSINESS

11.01 Venue Manager - Glasshouse:

Pam Milne was announced as the Venue Manager - Glasshouse.

11.02 Glasshouse Sub-Committee Charter:

CONSENSUS:

Group Manager, Commercial & Business Services noted the Glasshouse Sub-Committee Charter is to be reviewed by the Glasshouse Sub-Committee Members and will be tabled at the Glasshouse Sub-Committee Meeting scheduled for 1 December 2015.

11.03 Next Meeting:

The next Glasshouse Sub-Committee Meeting scheduled for 1 December 2015 will be held at the Glasshouse.

The meeting closed at 9.20am.